



INDOT SPT HELP DOCUMENTATION

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OVERVIEW

This guide is intended to aid with the familiarization of the SPT, version 2.0 application.

Logging into Subcontractor Payment Tracking (SPT) System

To access SPT, type the following URL into the browser's address bar:

<https://itap.indot.in.gov>

External users need to select "Others".

ITAP - Login

☒ INDOT Employees ☐ Others

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

Login

For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)

Do you need to apply for a user account? [Complete a user enrollment form.](#)

Log in to ITAP and the ITAP Main Page displays. From this page click on the + next to **SubContractor Payment Tracking (Prime Contractors Only)** link. On the right side of the page, under Application Details, next to the URL line click on "Click here to access application" and the SubContractor Payment Tracking application will open in a new window or tab.

Home

Application

User

Training Videos List

Main Page

- INDOT Applications
 - Budget Forecasting Tool
 - Clean Answers
 - Human Resources
 - SubContractor Payment Tracking(Prime Contractors Only)**

Application Details

| | |
|-----------------------------|---|
| Name | SubContractor Payment Tracking(Prime Contractors Only) |
| URL | Click here to access application |
| Description | SPT (Subcontractor Payment Tracking) System allows INDOT prime contractors to report payments made to their subcontractors on |
| Abbreviation | SPT |
| Last Login Time | 5/4/2020 9:31:40 PM |
| No of Users Logged in Today | 0 |

[Click here to request additional roles](#)

[Click here to request a new application](#)

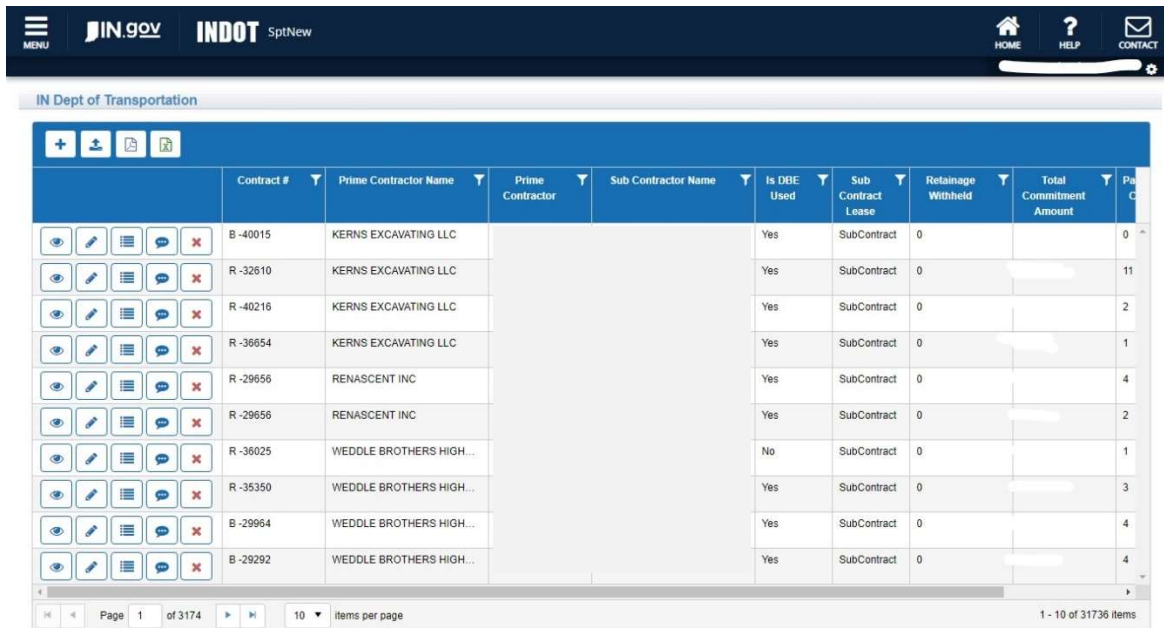
IP Address: 10.60.117.35 Database: DITAP









































Indiana Department of Transportation

PRIME CONTRACTOR

HOME PAGE

Once logged in, the home page loads with your active contracts that are relevant to the company associated with the active account.








| | Contract # | Prime Contractor Name | Prime Contractor | Sub Contractor Name | Is DBE Used | Sub Contract Lease | Retainage Withheld | Total Commitment Amount | Payments Count |
|---|------------|-------------------------|------------------|---------------------|-------------|--------------------|--------------------|-------------------------|----------------|
|     | B -40015 | KERNS EXCAVATING LLC | | | Yes | SubContract | 0 | | 0 |
|     | R -32610 | KERNS EXCAVATING LLC | | | Yes | SubContract | 0 | | 11 |
|     | R -40216 | KERNS EXCAVATING LLC | | | Yes | SubContract | 0 | | 2 |
|     | R -36654 | KERNS EXCAVATING LLC | | | Yes | SubContract | 0 | | 1 |
|     | R -29656 | RENASCENT INC | | | Yes | SubContract | 0 | | 4 |
|     | R -29656 | RENASCENT INC | | | Yes | SubContract | 0 | | 2 |
|     | R -36025 | WEDDLE BROTHERS HIGH... | | | No | SubContract | 0 | | 1 |
|     | R -35350 | WEDDLE BROTHERS HIGH... | | | Yes | SubContract | 0 | | 3 |
|     | B -29964 | WEDDLE BROTHERS HIGH... | | | Yes | SubContract | 0 | | 4 |
|     | B -29292 | WEDDLE BROTHERS HIGH... | | | Yes | SubContract | 0 | | 4 |




| | Contract # | Prime Contractor Name | Subcontractor Name | DBE Used for Goal | Subcontract Lease | Retainage Withheld | Total Commitment Amount | Payments Count | Unverified Payments Count | Editable Info |
|--|------------|-----------------------|--------------------|-------------------|-------------------|--------------------|-------------------------|----------------|---------------------------|---------------|
|--|------------|-----------------------|--------------------|-------------------|-------------------|--------------------|-------------------------|----------------|---------------------------|---------------|

At the top of the screen there are several options for you to use at this point.

-  The plus symbol allows you to add Subcontract Information
-  The UP Arrow allows you to upload an Excel file
-  The PDF Icon allows you to view a PDF document of the current transaction that took place.
-  The Excel Icon allows you to view a Excel worksheet


 By clicking on each column heading, such as "Contract #" this will sort the column in alphanumeric order in descending order, by clicking it a second time it will put the data in ascending order.

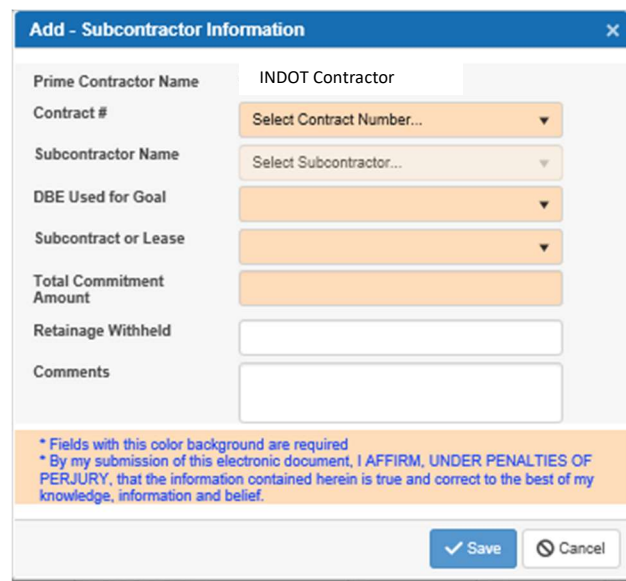
 The Filter Icon will open another box that allows you to filter out specific information, such as a contract number.

These icons will be further explained below.

At the bottom of the page you can select what page number you want to view, and how many items per page you wish to view. It also shows you have many items you have associated to your account. The default items per page displayed is 25.

ADD SUBCONTRACT INFORMATION

Click on the Add New icon,  , which will pop-up a dialog of information to be entered:



The dialog box titled "Add - Subcontractor Information" contains the following fields:

- Prime Contractor Name: INDOT Contractor
- Contract #: Select Contract Number... (dropdown)
- Subcontractor Name: Select Subcontractor... (dropdown)
- DBE Used for Goal: (dropdown)
- Subcontract or Lease: (dropdown)
- Total Commitment Amount: (text input)
- Retainage Withheld: (text input)
- Comments: (text input)

At the bottom, there is a blue "Save" button and a grey "Cancel" button. A disclaimer at the bottom states: "* Fields with this color background are required" and "* By my submission of this electronic document, I AFFIRM, UNDER PENALTIES OF PERJURY, that the information contained herein is true and correct to the best of my knowledge, information and belief."

The **Contract #** will be prepopulated with active contracts that are associated with your account. To select a contract number to report on, click on the drop-down box and choose a contract number. **This is a required field.**

After selecting a contract number, all subcontractors that are associated with that contract will be populated for selection in the **Subcontractor Name** drop-down box. Select the Sub Contractor that you would like to report a payment for. **This is a required field.**

DBE used for Goal*: If the subcontractor is a DBE, select from the dropdown box. This allows the reporting of whether this DBE subcontractor is used towards the goal. If the subcontractor is not a DBE, select "No". **This is a required field.**

Subcontract or Lease: Select the most appropriate from the dropdown list (shown below). The Sub Paid to Other Firms would be utilized if as a Prime Contractor you have a Subcontractor who is paying another firm such as a hauler or supplier for DBE/MBE/WBE/IVOSB credit. **This is a required field.**

Select where the Subcontract is one of the following:

- Subcontract
- Lease
- Hauler
- Supplier – Reg. Dealer
- Supplier – Manufacturer
- Broker
- Sub Paid to Other Firms


Enter the **Total Commitment Amount**. Dollar signs, commas, and decimal points can also be entered or omitted from this box at your discretion. No other characters are allowed. **This is a required field.**

If retainage is withheld for this subcontractor, enter the amount (in dollars) of **Retainage Withheld**. Dollar signs, commas, and decimal points can also be entered or omitted from this box at your discretion. No other characters are allowed. If no retainage is withheld for this sub, enter 0 or leave it blank.

You can enter any comments in the **Comments** text box.

If all the information is filled in correctly, click the “SAVE” button and the record should save successfully.


CONFIRMATION PDF











A confirmation report can be created and will have any new payments added by the user for the during the current session. To generate the report, navigate to the home page and click the “Confirmation” button . This will initiate a pdf report download.

EXCEL EXPORT

Clicking the excel export button allows you to open or save all the records that currently exists in the grid view, into an excel document.

ADDING PAYMENT INFORMATION

To add payment information, click on the “Subcontract Payments”, , icon button. This will load any existing payment information associated with the selected subcontract record.

| | Contract # | Prime Contractor Name | Subcontractor Name | DBE Used for Goal | Subcontract... | Retainage Withheld | Total Commitment Amount | Payments Count | Unverified Payments Count | Editable Indc |
|---|------------|-----------------------|--------------------|-------------------|----------------|--------------------|-------------------------|----------------|---------------------------|---------------|
|     | R-36533 | 3D COMPANY INC | | No | Subcontract | 0 | | 4 | 4 | 1 |
|     | R-35067 | 3D COMPANY INC | | No | Subcontract | 0 | | 1 | 1 | 1 |
|     | R-34299 | 3D COMPANY INC | | Yes | Subcontract | 0 | | 0 | 0 | 1 |

As a Prime Contractor there are four icons associated to each contract and subcontractor.



The Eye Icon allows you a quick view of details for that line.



The Pencil Icon allows you to edit the Subcontractor Information.





The Subcontractor Payments Icon allows you to add subcontractor payments.

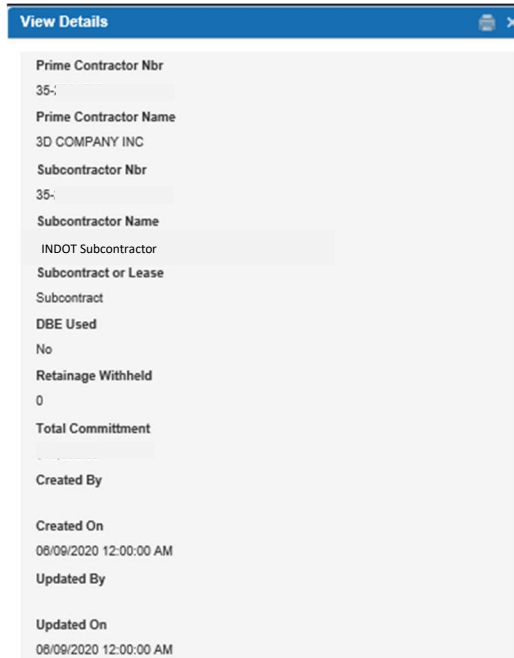


The Comments Icon allows you to view comments concerning this record.

These icons will be further explained below.

Viewing Subcontractor Information


By clicking on the  icon you will be able to view the information submitted concerning a particular subcontractor. By clicking on the  print icon in the upper right you can print the details, to close the View Details box click on the “X” in the upper right corner.

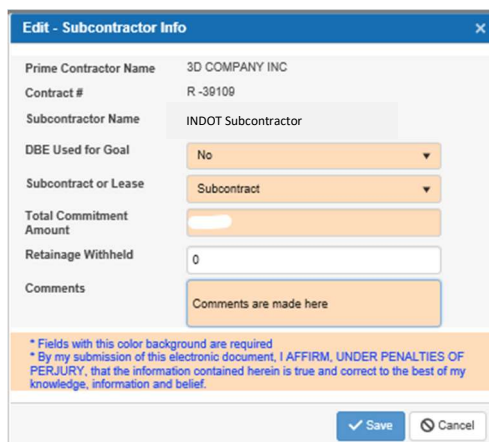


The 'View Details' window displays the following information:

| | |
|-----------------------|------------------------|
| Prime Contractor Nbr | 35- |
| Prime Contractor Name | 3D COMPANY INC |
| Subcontractor Nbr | 35- |
| Subcontractor Name | INDOT Subcontractor |
| Subcontract or Lease | Subcontract |
| DBE Used | No |
| Retainage Withheld | 0 |
| Total Commitment | |
| Created By | |
| Created On | 06/09/2020 12:00:00 AM |
| Updated By | |
| Updated On | 06/09/2020 12:00:00 AM |

Edit Subcontractor Information

By clicking on the  Pencil Icon you will be able to edit the Subcontractor Information. The Prime Contractor Name, Contractor #, and Subcontractor Name are not editable. The remaining fields may be edited as required. When editing, **Comments are required to be entered**, before saving.




The 'Edit - Subcontractor Info' window displays the following information:

| | |
|-------------------------|------------------------|
| Prime Contractor Name | 3D COMPANY INC |
| Contract # | R-39109 |
| Subcontractor Name | INDOT Subcontractor |
| DBE Used for Goal | No |
| Subcontract or Lease | Subcontract |
| Total Commitment Amount | |
| Retainage Withheld | 0 |
| Comments | Comments are made here |

* Fields with this color background are required
* By my submission of this electronic document, I AFFIRM, UNDER PENALTIES OF PERJURY, that the information contained herein is true and correct to the best of my knowledge, information and belief.

Save Cancel


Viewing Subcontractor Comments










By clicking on the  Comments Icon you will be able to see any comments that were made concerning associated Subcontractor.

| Comments | | |
|---|-----------------|------------------------|
| Comments | Created User Id | Created Date |
| You can make any comments here that you might want to | 4571 | 07/15/2020 07:18:11 AM |
| Comments are made here | 4571 | 07/15/2020 07:19:21 AM |


Page 0 of 0 25 items per page No items to display


Adding Subcontractor Payment Information


To add payment information, click on the “Subcontract Payments”, , icon button. This will load any existing payment information associated with the selected subcontract record.


| Home Subcontract Payments | | | | | | | | | |
|---|-----------------|---------------------|---------------------|-----------------------|---------------------|-------------|------------|----------|---------------|
| Subcontract Payments | | | | | | | | | |
| Prime Contractor Name | | 3D COMPANY INC | | | | | | | |
| Subcontractor Name | | | | | | | | | |
| Contract # | | R -36109 | | | | | | | |
| District | | GREENFIELD | | | | | | | |
| | Estimate Number | Check/Transaction # | Type Of Work | Retainage Paid Amount | Retainage Paid Date | Amount Paid | Paid Date | Verified | Verified Date |
|    | 1 | 55722 | Furnish and Install | | | | 12/02/2019 | | |
|    | | 55658 | Brokerage | | | | 11/14/2019 | | |
|    | | 55635 | Brokerage | | | | 11/01/2019 | | |


Page 1 of 1 25 items per page 1 - 3 of 3 items

 The Add New Icon allows you to enter in a new payment.



 The “Excel” icon allows you to open or save an Excel worksheet of the current payment screen.

 The Eye Icon allows you a quick view of details for that line.

 The Pencil Icon allows you to edit the Subcontractor Information.

 The Comments Icon allows you to view comments concerning this record.

Viewing Record Details

By clicking on the  icon you will be able to view the information submitted concerning a particular subcontractor. By clicking on the  print icon in the upper right you can print the details, to close the View Details box click on the “X” in the upper right corner.

View Details

Prime Contractor Name
3D COMPANY INC

Prime Contractor Nbr
35-;

Subcontractor Nbr
35-;

Subcontractor Name

Contract #
R-39109

Check #

Type Of Work
Furnish and Install

Retainage Paid Amount

Retainage Paid Date

Amount Paid

Paid Date
12/02/2019


Estimate Number
1

Payment Verified Status

Payment Verified By

Verified Date

Edit Subcontractor Payment Information

By clicking on the  Pencil Icon you will be able to edit the Subcontractor Payment Information. The Prime Contractor Name, Contractor #, and Subcontractor Name are not editable. The remaining fields may be edited as required. **Comments are required to explain why the record was edited.**

Edit - Subcontractor Payment

Prime Contractor Name 3D COMPANY INC

Contract # R-39109

Subcontractor Name INDOT Subcontractor

Retainage Paid Amount

Retainage Paid Date (Format: MM/dd/yyyy)

Check/Transaction #

Amount Paid

Amount Paid Date 12/02/2019 (Format: MM/dd/yyyy)

Type Of Work Furnish and Install


Estimate Number 1

Comments

* Fields with this color background are required
 * By my submission of this electronic document, I AFFIRM, UNDER PENALTIES OF PERJURY, that the information contained herein is true and correct to the best of my knowledge, information and belief.

Save Cancel

Viewing Comments

By clicking on the  Comments Icon you will be able to see any comments made concerning associated Subcontractor payments.

| Comments | | |
|---|-----------------|------------------------|
| Comments | Created User Id | Created Date |
| Comments made here | 4571 | 07/15/2020 07:14:03 AM |
| Comments made here | 4571 | 07/15/2020 07:44:32 AM |
| <div> <div>Page 0 of 0</div> <div>25 items per page</div> <div>No items to display</div> </div> | | |

Adding new Subcontractor Payments

Home

Subcontract Payments

Subcontract Payments

Prime Contractor Name

30 COMPANY INC

Subcontractor Name

Contract #

R-39109

District


GREENFIELD

| | Estimate Number | Check/Transaction # | Type Of Work | Retainage Paid Amount | Retainage Paid Date | Amount Paid | Paid Date | Verified | Verified Date |
|--|-----------------|---------------------|---------------------|-----------------------|---------------------|-------------|------------|----------|---------------|
| <div><div></div><div></div><div></div></div> | 1 | 98722 | Furnish and Install | | | | 12/02/2019 | | |
| <div><div></div><div></div><div></div></div> | | 99558 | Brokerage | | | | 11/14/2019 | | |
| <div><div></div><div></div><div></div></div> | | 99535 | Brokerage | | | | 11/01/2019 | | |

Page 1 of 1

25 items per page

1 - 3 of 3 items

In this view you can add a new payment by clicking on the “Add New”, , icon button.

Add - Subcontractor Payment

Prime Contractor Name

3D COMPANY INC

Contract #

R-39109

Subcontractor Name

Subcontractor

Retainage Paid Amount

Retainage Paid Date

(Format: MM/dd/yyyy)

Check/Transaction #

123456

Amount Paid

\$100.00

Amount Paid Date

07/15/2020

(Format: MM/dd/yyyy)

Type Of Work

Hauling

Estimate Number

9999

Comments

Hauling stockpile agg.

* Fields with this color background are required

* By my submission of this electronic document, I AFFIRM, UNDER PENALTIES OF PERJURY, that the information contained herein is true and correct to the best of my knowledge, information and belief.

Save

Cancel

Enter any **Retainage Paid Amount** for this period. Dollar signs, commas, and decimal points can also be entered or omitted from this box at your discretion.

Enter any **Retainage Paid Date** for this period. The required date format is mm/dd/yyyy.

Enter the **Check/Transaction #** of this payment, if the payment was made electronically enter the transaction number. This text box will accept characters and/or numbers. **This is a required field.**


Enter the **Amount Paid** and **Amount Paid Date**. Dollar signs, commas, and decimal points can also be entered or omitted from this box at your discretion and the required date format is mm/dd/yyyy.

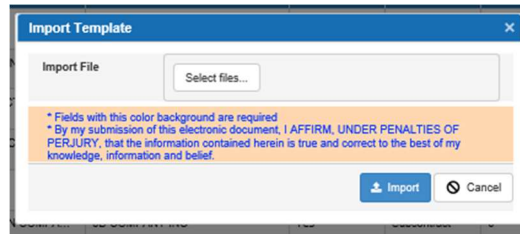
Select the **Type of Work** that applies to the payment from the dropdown box. **This is a required field.**

Enter an **Estimate Number** of the work or item was performed by the subcontractor, for this payment record. If this payment is not associated to any Estimate Number enter “9999” and then make a Comment into the Comments field.

Enter any **Comments**. If all the information is correct, click the save button.

UPLOAD MULTIPLE RECORDS

To upload multiple payment records,  click the Import Template icon button. You can only upload an Excel (*.xls or *.xlsx) document.

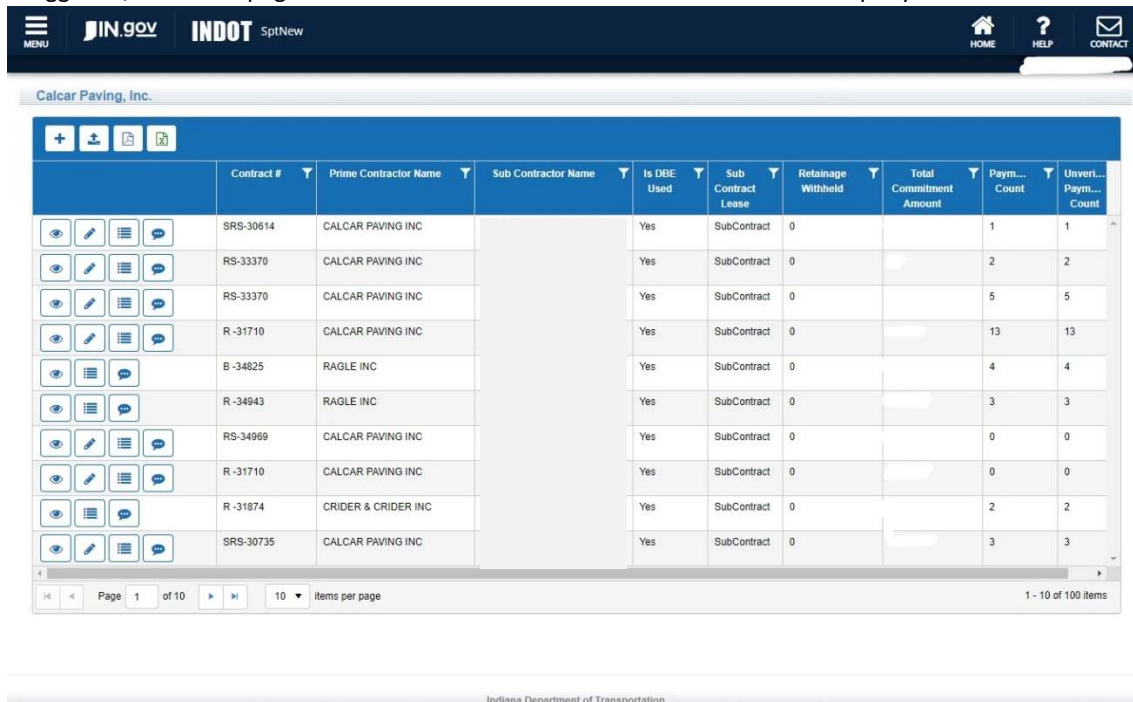


Once the dialog pop ups, selected your excel file and click the import button. Review the upload template specifications in the Excel Upload Specifications section.









































SUBCONTRACTORS

HOME PAGE

Once logged in, the home page loads with contracts that are associated to the company with the active account.




The screenshot shows the home page of the Indiana Department of Transportation (INDOT) Subcontractors portal. The header includes the IN.gov logo, the INDOT logo, and navigation links for HOME, HELP, and CONTACT. The main content area displays a table of contracts for Calcar Paving, Inc. The table has columns for Contract #, Prime Contractor Name, Sub Contractor Name, Is DBE Used, Sub Contract Lease, Retainage Withheld, Total Commitment Amount, Paym... Count, and Unver... Count. The table lists 10 contracts, all with Calcar Paving Inc. as the Prime Contractor and Sub Contractor. The table is paginated, showing Page 1 of 10, with 10 items per page. The footer indicates the Indiana Department of Transportation.

| | Contract # | Prime Contractor Name | Sub Contractor Name | Is DBE Used | Sub Contract Lease | Retainage Withheld | Total Commitment Amount | Paym... Count | Unver... Count |
|---|------------|-----------------------|---------------------|-------------|--------------------|--------------------|-------------------------|---------------|----------------|
|     | SRS-30614 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 1 | 1 |
|     | RS-33370 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 2 | 2 |
|     | RS-33370 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 5 | 5 |
|     | R-31710 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 13 | 13 |
|     | B-34825 | RAGLE INC | | Yes | SubContract | 0 | | 4 | 4 |
|     | R-34943 | RAGLE INC | | Yes | SubContract | 0 | | 3 | 3 |
|     | RS-34969 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 0 | 0 |
|     | R-31710 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 0 | 0 |
|     | R-31874 | CRIDER & CRIDER INC | | Yes | SubContract | 0 | | 2 | 2 |
|     | SRS-30735 | CALCAR PAVING INC | | Yes | SubContract | 0 | | 3 | 3 |

VERIFY PAYMENTS

Click on the "Subcontract Payments" button,  to access the record you wish provide verification.

Click the "Verify Payment" button  on the desired payment record to display a Verify Payment dialog.


Selecting “Approved” from the **Is Payment Verified?** dropdown and “Submit” will successfully verify the payment in the system.


Selecting “Discrepancy Found” from the **Is Payment Verified?** dropdown will activate the **Comments** field which is **required** when there is a disagreement with the reported payment by the prime contractor.

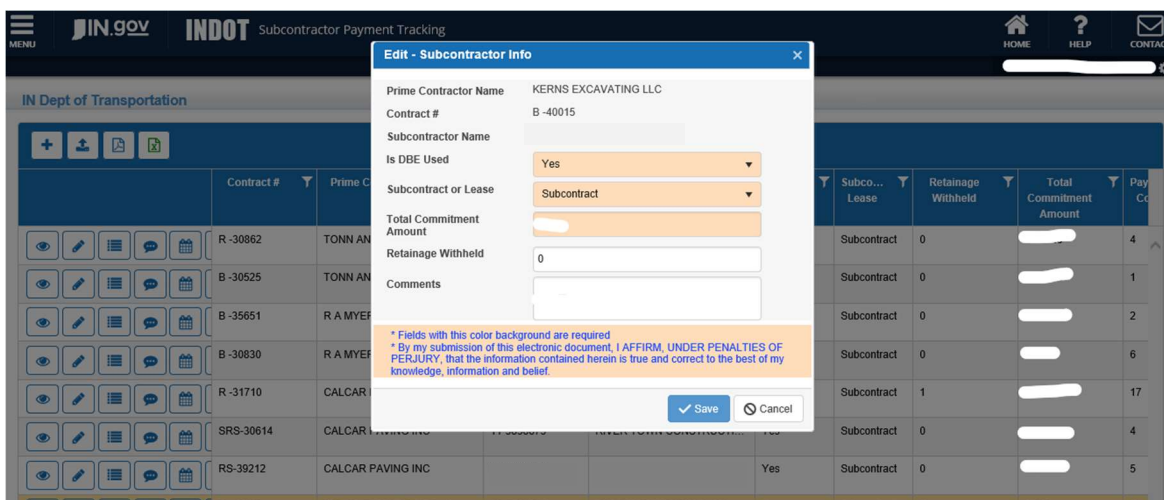
EXCEL EXPORT


Clicking the excel export button allows you to open or save all the records that currently exists in the grid view, into an excel document.

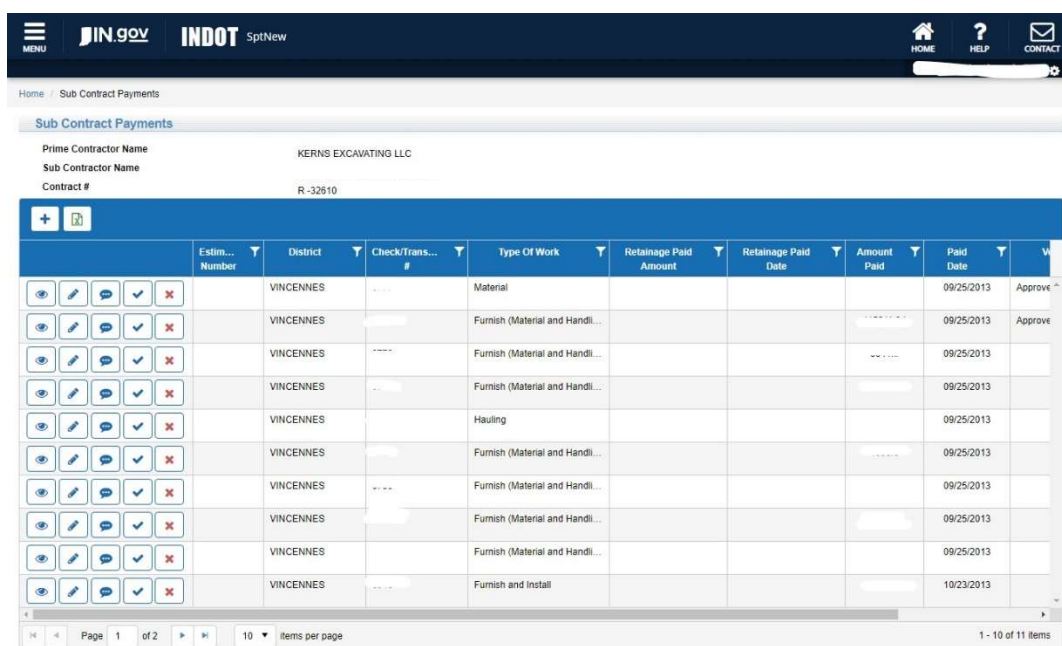
BASIC NAVIGATION

Clicking the View Details icon button, , displays the information in the active and selected record.

Clicking the Edit Record button icon, , allows the information in the selected record to be edited if your permissions allow. A pop-up dialog with editable fields will appear. The highlighted fields are required fields and should not be blank. The comments field is necessary for noting the reason for editing a record.



To view payment information associated with a record, you click the “View Payments” icon button .



Clicking the Comments icon button, , displays comments that are associated with the selected record.


| Contract # | Prime Contractor Name | Prime Contractor | Sub Contractor Name | is DBE Used | Sub Contract Lease | Retainage Withhold | Total Commitment Amount | Pay Co |
|------------|-------------------------|------------------|---------------------|-------------|--------------------|--------------------|-------------------------|--------|
| R-36654 | KERNS EXCAVATING LLC | | | Yes | SubContract | 0 | | 0 |
| R-29656 | RENASCENT INC | | | Yes | SubContract | 0 | | 11 |
| R-29656 | RENASCENT INC | | | Yes | SubContract | 0 | | 2 |
| R-36025 | WEDDLE BROTHERS HIGH... | | | No | SubContract | 0 | | 1 |
| R-35350 | WEDDLE BROTHERS HIGH... | | | Yes | SubContract | 0 | | 3 |
| B-29964 | WEDDLE BROTHERS HIGH | | | Yes | SubContract | 0 | | 4 |

Sorting and Filtering Records

Clicking once on the column header title of any column will sort all the records in ascending order of the column clicked.

Clicking the column header title again, will make the records be sorted in descending order of the column clicked.

The last click will revert to the default sort order.

To perform additional filtering, you must click on the filter icon . A pop-up dialog with additional filtering capabilities will appear:

Filter using the following criteria:

Contains

And

Contains

Filter

Clear

Advanced filtering is available by entering specific keywords and joining criteria for multiple search conditions.

Screen Grid Adjustment



The columns can be expanded or condensed by moving the lines in-between the columns from left to right.

Additional Column Information

| | | |
|-------------------|---------------------------------|------------------|
| Payments Count | Unverified Payments Count | Editable Indc |
|-------------------|---------------------------------|------------------|

Payments Count: This column displays the total amount of payments in the system for this subcontractor on the the associated contract.

Unverified Payments Count: This column displays the total amount of unverified payments by subcontractor in the system on the associated contract.

Editable Indc: This column displays the status of the subcontract in SPT. 1 = active, 0 = inactive

EXCEL UPLOAD SPECIFICATIONS

File Format

| subcontractor | contract # | unewamount | unewdate | checknum | typeofwork | retainagepaidamount | estimatenum | comments |
|---------------|------------|------------|----------|----------|------------|---------------------|-------------|----------|
| 35-1234567 | R-12345 | 1 | 1/1/2020 | 12312 | 1 | 0 | 1 | Test |
| 35-1234568 | RS-12346 | 2 | 1/2/2020 | 12313 | 1 | 0 | 2 | Test |
| 35-1234569 | B-12347 | 3 | 1/3/2020 | 12314 | 1 | 0 | 1 | Test |
| 35-1234570 | RS-12348 | 4 | 1/4/2020 | 12315 | 1 | 0 | 2 | Test |
| 35-1234571 | T-12349 | 5 | 1/5/2020 | 12316 | 1 | 0 | 1 | Test |
| 35-1234572 | RS-12350 | 6 | 1/6/2020 | 12317 | 1 | 0 | 2 | Test |
| 35-1234573 | RS-12351 | 7 | 1/7/2020 | 12318 | 1 | 0 | 1 | Test |

- The subcontract information header data must be submitted prior to payment data upload.
 - Header data is entered manually into SPT. Refer to the Adding Subcontractor Payment Information section of the document.
- File must be an Excel format (*.xls or *.xlsx) file.
- One row per payment item.
- First row contains field names:
 - subcontractor
 - contract #
 - unewamount
 - unewdate
 - checknum
 - typeofwork
 - retainage paid amount
 - estimate number
 - comments
- Field Descriptions:
 - subcontractor: Subcontractor's Federal Tax ID number (including "-", i.e. 12-345678)
 - Required field
 - Subcontractor's Federal Tax ID number as submitted to INDOT via W9
 - The association between the INDOT contract and subcontract must exist prior to upload.
 - Subcontract must be approved and available in SPT prior to upload.

- b. contract #: INDOT contract the subcontractor is associated with
 - i. required field
 - ii. active INDOT contract and available in SPT prior to upload
 - iii. accepted formats: B -12345 or RS-12345
- c. u new amount: payment amount to subcontractor
- d. u new date: date payment was made
- e. checknum: check number or electronic transaction/confirmation number
- f. type of work: description of work performed by the subcontractor as listed in type of work list table
- g. retainage paid amount: amount paid as retainage
- h. estimate number: estimate number of the work or item performed by the subcontractor for this payment
- i. comments: comments, explanations or issues, 4000 characters

Example (text colored for distinctness):

subcontractor,contract #,u new amount,u new date,checknum,type of work,retainage paid amount, estimate number,comments
 11-111111,B -12345,1234.56,1/1/2015,1234,1,123.45,1,comment text
 22-222222,RS-12345,1234.56,1/2/2015,1234,1,123.45,2,comment text

Type of Work List

| | |
|---------------------------------|---|
| Furnish and Install | 1 |
| Furnish (Material and Handling) | 2 |
| Install (Labor and Equipment) | 3 |
| Labor | 4 |
| Material | 5 |
| Hauling | 6 |
| Equipment | 7 |
| Brokerage | 8 |

Upload Validation Error Messages

| Message | Reason |
|---|---|
| This File format is not supported. | File is not .xls or .xlsx |
| Cannot import blank file, at least one row required. | The sheet is blank or no records are entered |
| Imported column headers are not matching with model headers for Subcontractor Info. | The column headers do not match. |
| Please fill in required initial information for the subcontract. | The initial subcontractor information has not been entered before the upload. |
| Subcontractor vendor ID should be in the format nn-nnnnnnn | The subcontractor data does not match the pattern xx-xxxxxxx. |
| Contract # should be less than or equal to 15 characters. | The contract number is more than 15 characters. |
| Check Num should be less than or equal to 25 characters. | The checknum is more than 25 characters. |
| Type of Work should be between 1 and 8 | The Type of Work data is not between the range 1 and 8. |
| Estimate Nbr should be less than or equal to 4 characters | Estimate number is more than 4 characters. |
| Comments should be less than or equal to 4000 characters | Comments are more than allowed 4000 characters. |